

Finance Clerk – Part-Time Temporary**Job # 6297969****Date:** May 1, 2026**Location:** City of Weyburn – Finance**JOB SUMMARY**

Explore a rewarding career opportunity in Weyburn, a thriving prairie city in southeast Saskatchewan. As a multifaceted organization, the City of Weyburn is committed to being an engaged and diverse employer that plays a crucial role in shaping the vibrant fabric of our community. With a vision of "A Community for All" and a mission focused on "Growing Through Opportunity," join our dynamic team dedicated to upholding values of service, accountability, integrity and respect. Be part of approximately 200 employees (increasing to over 200 in summer) making a positive impact. Under the general supervision of the Finance Manager, the Finance Clerk acts as the first point of contact for employee, clients and customers. The role of the Finance Clerk is to create a welcoming environment for the organization.

SUMMARY OF RESPONSIBILITIES**Administration**

- Serves as a City representative by excelling at and delivering the highest levels of customer service
- Serves as a general receptionist for City Hall by answering phones, receiving and directing customer inquiries
- Accept and receipt; tax, utility and other revenue transactions
- Safeguard revenues by attentively, accurately and timely receipting of City operations transactions, reconciling cash drawers and reconciling revenues received from other City Departments (ex. Leisure/Public Works)
- Manage and directs correspondence information by retiring, sorting, opening, dating, processing and receipting mail and other documents.
- Complete work orders for account updates and changes
- Cover Finance Clerk duties while absent from their desk.

JOB REQUIREMENTS**EDUCATION**

Completion of Grade 12 or AED equivalent

1 year post-secondary education in Business Administration/Accounting

Certification with the Local Government Administration (LGA) would be considered an asset

EXPERIENCE

- 1 year of administrative or office experience
- Computer software experience with Vadim Accounting Software and Microsoft Office experience an asset.

SKILLS AND COMPETENCIES

Organization

- Well organized with the ability to prioritize tasks in a deadline-oriented environment.

Communication

- Team player with excellent communication and customer service skills
- Is an active listener who strives to understand others.

Teamwork

- Respects, cooperates and works well with others
- Understands differences in others and builds effective team relationships

Responsiveness

- Responds and follows up on inquiries and requests in a timely manner.
- Redirects inquiries and requests when required.
- Ability to resolve problems with several variables in a dynamic setting.

Adaptability

- Responds well to change with the flexibility to modify course of action
- Takes corrective actions when things go wrong
- Manages comp

WORKING CONDITIONS

- Operates primarily in the municipal office(s) of the City of Weyburn with the majority of the daily responsibilities carried out at a desk using general office equipment including but not limited to: telephones, computers, photocopiers, and fax machine.
- Sitting for long periods of time in front of a computer screen.
- Potential for unhappy employees to become violent or be verbally abusive.

Additional Information:

- **Position Type** –Part Time
- **Application Deadline** – The position will remain open for internal applicants until My 8, 2026
- **Wage** – \$18.75 - \$23.00 (Commensurate with CUPE Local 90 Collective Agreement)

To Apply:

Please submit your resume and cover letter directly to **Stephanie Hoium, Finance Manager** at careers@weyburn.ca. The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.